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SERIES I No. 42

OFFICIAL GAZETTE

GOVERNMENT OF GOA



PUBLISHED BY AUTHORITY

NOTE

There are two Extraordinary issues to the Official Gazette, Series I No. 41 dated 10-1-2013, as follows:—

(1) Extraordinary dated 10-1-2013 from pages 1561 to 1572 regarding Goa Anti Money Laundering & Financing of Terrorism Guidelines, 2013 — Not. No. 21/12/2011-HD(G) from Department of Home (Home General Division).

(2) Extraordinary (No. 2) dated 16-1-2013 from pages 1573 to 1574 regarding Draft Rules — Goa Panchayat Raj (Imposition of taxes, fees & other dues) Rules, 1998 — Not. No. 5/DP/TAX-FEES/2012/513 from Department of Panchayati Raj & Community Development (Directorate of Panchayats).

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GOVERNMENT OF GOA

Department of Industries

Notification

3/106/2011-IND

Sub.: Self Employment and Employment Generation Programme for the notified tribal people of Goa State.

1. **Introduction:**— The scheme is named as **Goa Tribal's Employment Generation Programme (GTEGP)**. The scheme is notified in view of the direction of Planning Commission, Government of India to direct benefits to the families of Scheduled Tribes.

Goa State has around 1,80,000 Tribal population (12%) notified under the communities of Gauda, Kunbi and Velip living in almost all talukas. The families of these communities live in the remote foot hill areas of Western Ghats, rural areas, villages, semi urban and urban areas who primarily have an agrarian economy. The school drop outs, unemployed female and male persons are to be provided with entrepreneurship skills to take on the challenges of life in the present industrialized economy of the State. They should be guided and provided with monetary and material facilities to come out of poverty, to get self employed and to generate employment among the Tribal Communities of the State.

2. The objectives of the Schemes are.— (1) Improve Entrepreneurship Skills.

(2) Self Employment and Generation of employment.

(3) Improvement in living conditions, and upliftment.

(4) Flow of funds to the target families from Government schemes.

(5) Long term sustainable economic activities in the villages.

(6) Tribals to catch up with changing economy of the Industrialized and Tourist destination State.

(7) Exposure to inter-institutional financial facilities and entrepreneurial activities.

(8) Co-operativisation of enterprises and co-ordinations.

3. *Eligibility*.— (1) Any individual who has studied upto 4th Std and above, and of 18 years of age but not above 45 years of age.

(2) The applicant must be a member of Tribal Community notified by the Government of Goa.

(3) The applicant should have undergone Entrepreneurship Development.

Programme or Skill Development Programme conducted under the Entrepreneurship schemes of the Directorate of Industries, Trade and Commerce or willing to undergo entrepreneurship training after being made eligible for benefit under the GTEGP.

(4) The applicant shall register as a member in a Tribal Co-operative Society or Co-operative Bank branch.

4. *Ventures for GTEGP*.— The ventures for GTEGP are:—

(i) Micro and Small Manufacturing Enterprises.

(ii) Service Enterprises.

(iii) Trade Enterprises.

(i) *Micro and Small Manufacturing Enterprises*.— An applicant desirous of producing food products, domestic instruments made of metal and plastic, school uniforms, police uniforms, ancillary products for big Industrial Units, rice and flour mill, making of poultry and cattle feed or any other suitable industrial activity, can set up a manufacturing unit in his house campus or in a community industrial shed constructed by the Panchayat or Co-operative Society as a cluster etc. The cost of the project includes the value of shed.

(a) *Extent of Assistance*.— Under this category, enterprises can avail a maximum loan of Rs. 25 lakhs and avail 40% subsidy. Such an enterprise cannot be transferred to any other person during the subsistence of the loan and it shall display a board indicating hypothecation.

(ii) *Service Enterprises*.— Activities under service enterprises like taxi or motor bike service, taxi car, passenger rickshaw, goods carrier, modern saloon, beauty parlour, motor bike and car workshops, tyre vulcanizing, truck and bus workshop and similar activities are included. The project cost includes the cost of shed.

(a) *Extent of Assistance*.— Under this category an enterprise can avail loan upto Rs. 15 lakhs and further avail 40% subsidy. The Registration book of vehicles and other service units shall indicate hypothecation with Co-operative Society/ /Bank. Such an enterprise cannot be transferred to any other person during the subsistence of the loan and it shall display a board indicating its hypothecation.

(iii) *Trading Enterprises*.— Trading enterprises include buying and selling of products like setting up of grocery shops, tyre shops, stationery shops, hotel, tea shop, electrical goods shop, plumbing materials shop, purchase of agricultural products from villages and selling to the

city markets etc. or any other suitable trading activity including electronic goods and medical stores etc.

(a) *Extent of Assistance.*— The amount of loan available is up to Rs. 15 lakhs to open such an activity, and further avail subsidy up to 40% of the project cost. The value of shop, fittings, furniture etc., can be included in the project cost. Such an enterprise cannot be transferred to any other person during the subsistence of the loan and it shall display a board indicating its hypothecation.

5. *Implementing Agency.*— The funds providing department to implement the GTEGP scheme is the Directorate of Industries, Trade and Commerce (DITC), Panaji, which shall make sufficient budget provision in the Annual Budget and include the scheme in the Annual Plan and Five Year Plans of 2012-17. The DITC will get the funds/subvention sanctioned from Government and place the same at the disposal of State Level/District Level Registered Tribal Multi Purpose Co-operative Society or the Head Office of Co-operative Banks of the State whose names are given below:—

(1) State Level/District Level Tribal Multi Purpose Co-operative Society.

(2) Goa State Co-operative Bank.

(3) Margao Urban Co-operative Bank.

(4) Mapusa Urban Co-operative Bank.

(5) Any other Tribal Co-operative Society/Co-operative Bank appointed for implementation.

6. *Mode of placing funds to Co-operative Society/Co-operative Bank.*— After issue of this notification in the Official Gazette, the Co-operative Society or Co-operative Bank may pass a resolution to receive funds from DITC for implementing the scheme. The demand for funds will be signed by the Chairman, Managing Director and one member of the Board of Directors and submitted to DITC. The subvention will be sanctioned by the

Government and disbursed immediately in favour of the Co-operative Society or Co-operative Bank, as the case may be. However, the initial limit could be Rs. 0.5 crores to each Society or Bank to operate the scheme. Once an amount of Rs. 0.5 crores is exhausted and if more applications for financial assistance are received or anticipated, the Bank can place claim for more funds upto Rs. 3 crores in a year or as decided by the Government for additional funds.

7. *Submission of applications.*— The applications for financial assistance shall be received by Co-operative Society/Co-operative Bank alongwith the relevant documents. The application shall be in the prescribed format given in Annexure I and shall be supported by the following documents:—

(1) Caste certificate.

(2) Birth certificate.

(3) Domicile certificate.

(4) Details of Industrial, Service or Trading activity in the form of a simple project report.

(5) Entrepreneurship Memorandum Part I for manufacturing activity/service activities.

(6) NOC from Panchayat.

(7) Details of shed and its value.

(8) NOC from the house owner of premises, if rented.

(9) Quotation for machinery, Service items or Business items.

(10) Any other relevant information/documents.

(11) Entrepreneurship training certificate.

The Secretary of the Society or the Manager of the local branch of Co-operative Bank will receive the applications and forward them to the Director, Directorate of Industries, Trade & Commerce. The applicant will open a zero balance S/B account in the concerned bank.

8. *Task Force Committee for GTEGP.*— The Task Force Committee is constituted as follows:—

- (1) Director of Industries, Trade & Commerce —Chairman.
- (2) The Director, Tribal Welfare —Member.
- (3) President of the local Committee of Taluka Association of Tribals —Member.
- (4) Secretary of the Society or Manager of the Co-operative Bank —Member.
- (5) Assistant Director (Adm.), DITC —Convener.

9. *Task Force Committee Meeting.*— The member convener shall fix the date of meeting once in a fortnight in consultation with the Chairman and members of the Task Force Committee and seek the administrative approval and expenditure sanction from Government for releasing the amount of loan and subsidy after the recommendation of the Task Force Committee.

10. The Secretary of the Society shall get a Saving Bank Account (SB) in the name of the beneficiary opened in a nearby Bank and keep the working capital portion in the SB account from the sanctioned amount and the remaining portion of finance for machinery/equipments shall be paid to the supplier directly.

11. The Manager of the Branch of the Co-operative Bank shall credit the working capital portion of the sanctioned amount in the S/B Account of the loanee and release the payment for machinery/equipment supplier directly.

12. The loan part of the project shall be repayable in 60 to 120 monthly installments as may be decided by the TFC after a moratorium of 6 months. The loanee shall open a pigmy account in the Society/Bank and shall pay every day which accumulates into a sufficient fund for debiting the monthly installment after six months. One month daily remittance may give total amount equivalent to the installment amount or more as reserve in the Account.

13. The service charge for the Society/Bank Branch is Rs. 30000 for Rs. 1 crore of subvention for disbursement to beneficiaries and 1% on the recovery amount of interest per year.

14. For the Deposits received from DITC the Bank will allow normal interest on deposits and for the disbursed and outstanding loan amounts with the loanee the rate of interest will be 2% fixed by Government in the subvention sanction order.

15. The Society/Branch of the Co-operative Bank shall get an agreement of hypothecation executed from the loanee with due notarization and 2 family members will sign with full addresses as sureties. The land property details will be furnished.

16. In case of default in repayment of loan, then the amount can be recovered as arrears of land revenue or under The Goa, Daman & Diu Public Moneys (Recovery of Dues) Act and Rules and any other relevant rules thereof.

17. The Society/Bank shall furnish six monthly statements to the DITC showing the amounts received from the Government and disbursed, subsidy allowed, amount recovered, interest collected and paid back and service charges debited.

18. *Miscellaneous.*— (i) The manufacturing Sector applicants shall have technical knowledge on the products produced. They shall have passed ITI, Polytechnic or shall be Engineering graduates.

(ii) In case the applicant has not undergone Entrepreneurship Development Programme they shall undergo EDP within 6 months from the date of sanction; they shall be deputed for EDP by the office of the DITC.

(iii) The scheme of GTEGP can also be implemented by the Goa State Tribal Finance Corporation.

(iv) The Entrepreneurship Development Programme for the GTEGP beneficiaries will

be conducted by the accredited Agnel Entrepreneurship Development Institute for one week - (6 days) which will be paid a fees of Rs. 5000/- per participant by the DITC which includes stipend of Rs. 350 per day.

19. The subventions to Co-operative Society and Co-operative Banks and other expenditures related to the GTEGP will be debited from the Major Head.

Demand No. 19.

- 796—Tribal Area Sub Plan;
01—Scheduled Tribe Development Scheme (Plan);
31—Grants in Aid.

20. The prospective applicants may avail pre-entrepreneurship counselling from the Agnel Entrepreneurship Development Institute Verna and the pre-Entrepreneurship Counsellor in the office of Director of Industries, Trade and Commerce, Udyog Bhavan, Panaji.

21. The repayment and recovery of loan installments will be in the monthly descending order and no flat rate or penal interest may be applied. The moratorium period for installment payment shall be treated as interest free.

22. The Society or Co-operative Bank Branch which has dispensed the loan and started recovery will remit the collected amount of principal and interest in the following Budget Head in the branch of Nationalized Bank which transacts Treasury Business:—

Principal	Interest
6225 – Loans for Welfare of SC, ST, OBC.	0049 – Interest Receipts.
02 – Welfare of Scheduled Tribes.	04 – Interest Receipts of State/U.T. Governments.
800 – Other Loans.	800 – Other Receipts.
01 – Economic Development.	

The service charge of 1% may be deducted by the Bank from the interest amount collected from the loanee. The remittances may be done in 3 monthly periods.

The DITC will get the receipt heads approved from Finance Department separately and include the same in the Estimates of Receipts 2012-13.

23. The State Registrar of Co-operative Societies and the District Registrar of Co-operative Societies are appointed as overseeing officers and to provide any support required to Co-operative Society or Bank branch to dispense funds effectively and to avoid misuse of funds if any at branch level.

24. The Bank Branch shall not ask for any collateral security for the loan disbursed.

25. In the project report of the proposals, working capital upto 35% of the cost of the project may be allowed and a fixed capital upto a limit of 65% of the project cost. For Business establishments, the goods of trade upto 80% shall be treated as working capital and 20% shall be allowed as fixed capital. In case of agricultural produce trading 100% funds may be allowed as working capital like for selling of fish, vegetables, arecanut, coconut, packed milk, catering units etc. This trading can be financed with carrier rickshaw either with refrigerator or regular one to transport goods.

26. Farming activities, Tobacco products and red category Industries are not eligible for availing benefit under GTEGP scheme.

27. The Task Force Committee may also suggest modification or amending the project proposals wherever required as the case may be, in order to finance the project.

This issues with the concurrence of Finance Expenditure Department U. O. No. 1449990 dated 15-11-2012.

By order and in the name of the Governor of Goa.

D. S. Morajkar, Under Secretary (Industries).
Porvorim, 13th December, 2012.

Department of Law & Judiciary

Legal Affairs Division

Notification

10/3/2012-LA/01

The Notification S. O. 1686 (E) dated 25-7-2012, of the Ministry of Human Resource Development (Department of School Education and Literacy), Government of India, New Delhi, is hereby published for the general information of the public.

Julio Barbosa Noronha, Under Secretary (Law).

Porvorim, 9th January, 2013.

MINISTRY OF HUMAN RESOURCE
DEVELOPMENT

(Department of School Education and
Literacy)

Notification

New Delhi, the 25th July, 2012

S. O. 1686(E).— In exercise of the powers conferred by sub-section (2) of section 1 of the Right of Children to Free and Compulsory Education (Amendment) Act, 2012 (30 of 2012), the Central Government hereby appoints the 1st day of August, 2012 as the date on which the provisions of the said Act shall come into force.

[F. No. 1-28/2011-EE-4]
VRINDA SARUP, Addl. Secy.

Notification

10/3/2012-LA/02

The Right of Children to Free and Compulsory Education (Amendment) Act, 2012 (Central Act No. 30 of 2012), which has been passed by Parliament and assented to by the President of India on 19-6-2012 and published in the Gazette of India, Extra-

ordinary, Part II, Section I, dated 20-6-2012, is hereby published for the general information of the public.

Julio Barbosa Noronha, Under Secretary (Law).

Porvorim, 9th January, 2013.

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

*New Delhi, the 20th June, 2012/Jyaistha
30,1934 (Saka)*

The following Act of Parliament received the assent of the President on the 19th June, 2012, and is hereby published for general information:—

THE RIGHT OF THE CHILDREN TO FREE
AND COMPULSORY EDUCATION
(AMENDMENT) ACT, 2012

[No. 30 of 2012]

[19th June, 2012]

**An Act to amend the Right of Children to
Free and Compulsory Education Act, 2009**

Be it enacted by Parliament in the Sixty-third Year of the Republic of India as follows:—

1. *Short title and commencement.*— (1) This Act may be called the Right of Children to Free and Compulsory Education (Amendment) Act, 2012.

(2) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

2. *Amendment of section 1.*— In the Right of Children to Free and Compulsory Education Act, 2009 35 of 2009. (hereinafter referred to as the principal Act), in section 1, after sub-section (3), the following sub-sections shall be inserted, namely:—

“(4) Subject to the provisions of articles 29 and 30 of the Constitution, the provisions of this Act shall apply to conferment of rights on children to free and compulsory education.

(5) Nothing contained in this Act shall apply to Madrasas, Vedic Pathshalas and educational institutions primarily imparting religious instruction.”.

3. *Amendment of section 2.*— In the principal Act, in section 2,— (a) In clause (d), after the word “means”, the words “a child with disability or” shall be inserted;

(b) after clause (e), the following clause shall be inserted, namely:—

‘(ee) “child with disability” includes,—

(A) a child with “disability” as defined in clause (i) of section 2 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995; 1 of 1996.

(B) a child, being a person with disability as defined in clause (j) of section 2 of the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999; 44 of 1999.

(C) a child with “severe disability” as defined in clause (o) of section 2 of the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999. 44 of 1999.

4. *Amendment of section 3.*— In section 3 of the principal Act,— (a) for sub-section (1), the following sub-section shall be substituted, namely:—

(1) Every child of the age of six to fourteen years, including a child referred to in clause (d) or clause (e) of section 2, shall have the

right to free and compulsory education in a neighbourhood school till the completion of his or her elementary education.

(b) in sub-section (2), the proviso shall be omitted;

(c) after sub-section (2), the following sub-section shall be inserted, namely:—

‘(3) A child with disability referred to in sub-clause (A) of clause (ee) of section 2 shall, without prejudice to the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, and a child referred to in sub-clauses (B) and (C) of clause (ee) of section 2, have the same rights to pursue free and compulsory elementary education which children with disabilities have under the provisions of Chapter V of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995: 1 of 1996.

Provided that a child with “multiple disabilities” referred to in clause (h) and a child with “severe disability” referred to in clause (o) of section 2 of the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 44 of 1999. may also have the right to opt for home-based education.’.

5. *Amendment of section 21.*— In section 21 of the principal Act, in sub-section (2), the following proviso shall be inserted, namely:—

“Provided that the School Management Committee constituted under sub-section (1) in respect of,—

(a) a school established and administered by minority whether based on religion or language; and

(b) all other aided schools as defined in sub-section (ii) of clause (n) of section 2,

shall perform advisory function only.”.

6. *Amendment of section 22.*— In section 22 of the principal Act, in sub-section (1), for the words “School Management Committee, constituted”, the words “School Management Committee, except the School Management Committee in respect of a school established and administered by minority, whether based on religion or language and an aided school as defined in sub-clause (ii) of clause (n) of section 2, constituted” shall be substituted.

7. *Amendment of section 25.*— In section 25 of the principal Act, in sub-section (1), for the words “Within six months”, the words “Within three years” shall be substituted.

8. *Insertion of new section 39.*— After section 38 of the principal Act, the following section shall be inserted, namely:—

“39. *Power of Central Government to remove difficulties.*— (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order, published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no order shall be made under this section after the expiry of three years from the commencement of the Right of Children to Free and Compulsory Education (Amendment) Act, 2012.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.”.

V. K. BHASIN,
Secretary to the Govt. of India.

Department of Personnel

Notification

1/4/84-PER (Pt.file-I)

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Goa hereby makes the following rules to regulate the recruitment to the Group ‘C’, Non-Ministerial, Non-Gazetted post in the Inspectorate of Factories & Boilers, Government of Goa, namely:—

1. *Short title, application and commencement.*— (1) These rules may be called the Government of Goa, Inspectorate of Factories & Boilers, Group ‘C’, Non-Ministerial, Non-Gazetted post, Recruitment Rules, 2013.

(2) They shall apply to the post specified in column (1) of the Schedule to these rules (hereinafter called as the “said Schedule”).

(3) They shall come into force from the date of their publication in the Official Gazette.

2. *Number, classification and scale of pay.*— The number of posts, classification of the said post and the scale of pay attached thereto shall be as specified in columns (2) to (4) of the said Schedule:

Provided that the Government may vary the number of posts as specified in column (2) of the said Schedule from time to time subject to exigencies of work.

3. *Method of recruitment, age limit and other qualifications.*— The method of recruitment to the said post, age limit, qualifications and other matters connected therewith shall be as specified in columns (5) to (13) of the said Schedule.

4. *Disqualification.*— No person who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where, the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for Scheduled Castes and other special categories of persons in accordance with the orders issued by the Government from time to time in that regard.

By order and in the name of the Governor of Goa.

Yetindra M. Maralkar, Additional Secretary (Personnel).

Porvorim, 9th January, 2013.

SCHEDULE

Name/ Designation of the post	Number of posts	Classifi- cation	Scale of pay	Whether selec- tion post or non-selec- tion post	Age limit for direct recruits	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Educational and other qualifica- tions required for direct recruits	Whether age & educational qualifications prescribed for the direct recruits will apply in the case of promotees	Period of proba- tion, if any	Method of recruitment, whether by direct recruitment or by promotion/ or by deputation/ transfer/contract and percentage of the vacancies to be filled by various methods	In case of recruit- ment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	If a D.P.C./ D.S.C. exists, what is its compo- sition	Circum- stances in which the Goa Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
Audiovi- sual Operator.	01 (2013) (Subject to varia- tion depen- dent on work- load).	Group 'C', Non- Mini- sterial, Non- Gaze- tted.	Rs. 5,200- 20,200 + Grade Pay Rs. 1,900/-.	N. A.	Not exceed- ing 40 years (Relaxable for Govern- ment servants upto 5 years in accor- dance with the instruc- tions or orders issued by the Govern- ment.	No. Essential:	(1) Diploma in Instrumen- tation/Electronics from a recognised Institution. (2) Computer course of minimum 6 months dura- tion. (3) Knowledge of Konkani. <i>Desirable:</i> (1) Knowledge of Marathi. (2) Work experience in Industry for two years.	N. A.	Two years.	By direct recruitment.	N. A.	Group 'C', D.S.C./ D.P.C.	N. A.

Department of Public Health

Office Memorandum

8/565/2012-II/PHD

It has been observed that despite of the standing instructions issued from time to time, some of the subordinate offices under the administrative control of Electricity Department, Water Resources Department, Directorate of Higher Education, Directorate of Technical Education, Public Works Department, Collectorates etc., are directly referring medical reimbursement claims to this department without routing through their Administrative Department for obtaining Government approval.

It is therefore enjoined on all the Heads of Departments/Offices to comply with the instructions contained in this Department's Office Memorandum No. 13/106/87-I/PHD (M.R.) dated 12-12-2003 (copy enclosed).

Harish N. Adconkar, Under Secretary (Health).
Porvorim, 4th January, 2013.

Office Memorandum

13/106/87-I/PHD(M.R.)

It has been observed that despite standing instructions issued from time to time, some of the Departments directly obtain relaxation of the Government for the medical treatment taken by their employees or their dependent family members in Hospitals other than the District Hospitals (Asilo Mapusa/Hospicio Hospital Margao) and the Goa Medical College Hospitals, without giving the Public Health Department an opportunity to examine such claims under the C.C.S. (Medical Attendance) Rules, 1964.

2. In a recent case, the office of the Chief Engineer, Water Resources Department processed the M. R. claim of one of their Officer and obtained Government relaxation for his wife's medical treatment taken in Mumbai without being referred by the Goa Medical College, when actually it was not a case of emergency and could have been very well treated in the Goa Medical College Hospital. When finally the file was received in the Public Health Department, it was a case of "fait accompli" and the Department was left with no alternative but to ratify the action in order not to cause prejudice to the said officer.

3. Against this background it is once against considered necessary to issue fresh instructions as under:

(a) Whenever a Government servant or his/her dependent family member requires medical investigation or treatment, he/she should be taken to the Goa Medical College Hospitals. In the event the required investigation/treatment is not available or possible in the said Hospitals, the Head of the Department in the concerned speciality will recommend the patient to any Hospital within or outside the State of Goa which is recognized by the Government for the said investigation/treatment.

(b) After the required investigation/treatment is obtained from the referral Hospital, the employee concerned will submit the medical reimbursement claim to the Medical Superintendent, Goa Medical College, in order to scrutinize the bills and certify the reasonability of the charges of the referral Hospital.

(c) The employee concerned will then submit the M. R. Claim (alongwith the T. A. Bill if the travel is outside Goa) to the Public Health Department through the respective Administrative Department to process the claim and obtain approval of the Government, including relaxation, if required.

(d) Under the Medical Attendance Rules, only Goa Medical College is empowered to certify one way air travel whenever an employee or his dependent family member is required to travel outside Goa for any specialized treatment, with or without an attendant, if the circumstances so warrant. In so far as the return journey is concerned, the claim for air travel will be entertained only if it is certified by the Authorised Medical Attendant or the Specialist from the referral Hospital who has treated or operated the patient, that the patient has to travel by air, with or without an attendant. Such claims should be invariably supported by the air tickets in proof of the journey performed, without which the Finance Department, whose concurrence is required for the air travel, will not approved.

4. All Heads of Departments/Offices and Secretaries to Government are advised to go through these instructions carefully, and also bring them to the notice of the employees working under their administrative control, for strict compliance in future.

D. S. Negi, Chief Secretary.

Panaji, 12th December, 2003.

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